



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: EMPLOYEE ACCESS TO
THE INTERNET**

Number:

96/19

Date Issued:

September 27, 1996

Cancelled Effective:

The purpose of this Administrative Bulletin is to announce the establishment of an interim policy for employee access to the Internet (see Glossary of Terms, Attachment A).

The California Department of Corrections (CDC) recognizes that the Internet can be a valuable aid to employees in facilitating communication and information gathering while conducting departmental business. Although the Internet provides useful information and services, it also creates security risks that require precautionary measures. This policy is being implemented as an interim measure and Internet pilot. Under development are comprehensive policy and procedures that will address these and other Internet issues.

The purpose of the pilot is to allow Internet access for employees who require it and to gather information regarding employee Internet usage so that the Department's Internet needs can be assessed and appropriate policy and procedures can be developed. The scope of the Internet pilot is limited to employee access to the Internet and does not include development and utilization of web pages for access by either internal or external users.

Obtaining Internet Access

Employee access to the Internet, other than as stipulated in this policy, is prohibited. Any employee who has been accessing the Internet prior to implementation of this policy must discontinue their access immediately and obtain access in accordance with this policy.

Requests for Internet access shall be submitted on an individual employee basis using the CDC Form, 1848, Internet Access Request form and procedures (Attachment B). The CDC Form 1848 will be printed by Prison Industry Authority. The minimum order for this form is 167 sets.

Accessing the Internet

All Internet access, except in the institutions, shall be achieved through the use of the Headquarters or Parole and Community Services Division local area networks (LANs), which will route Internet transmissions through the Information Systems Branch firewall.

Headquarters

Each division within the Department, except the Administrative Services Division, is permitted to establish two workstations from which authorized employees can access the Internet. The Administrative Services Division is permitted to establish three Internet access workstations.



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Institutions

Each institution is permitted two Internet workstations, which access the Internet via modem through an Internet service provider. These workstations shall be equipped with external modems that will be removed and locked up in a secure location when not in use. At least one of the workstations shall be located within the Business Services area. Inmates shall not be allowed in the work area where the workstations/modems are located.

Employee access to the Internet shall only be accomplished through a designated Internet access workstation. Access to the Internet via any other method is prohibited.

Internet users who utilize an Internet service provider shall manually key in their Internet password. Scripted passwords (the system/program enters it for you) are prohibited. Accessing the Internet using another person's User ID/password is not permitted. Sharing an Internet User ID is not permitted. When an Internet user has finished accessing the Internet, they must log off to prevent unauthorized access and excessive service charges.

Each Internet access workstation shall be accompanied by a CDC Form 1849, Internet Access Log and instructions (Attachment C). Employees shall complete the log sheet information every time they access the Internet. Each division/office/institution shall establish responsibility for maintaining and collecting their log sheets. Completed log sheets shall be submitted to the Evaluation, Compliance and Information Systems Division on a monthly basis. The CDC Form 1849 will be printed by Prison Industry Authority. The minimum order for this form is 100 each.

Note: The log sheet information is being gathered solely for the purpose of evaluating the Department's Internet needs during the interim policy period.

Each Internet access workstation shall be equipped with anti-virus software. It is the responsibility of each division/office/institution to install and update the anti-virus software on their workstations. At a minimum, the anti-virus software shall be updated on a quarterly basis. However, when possible, the anti-virus software shall be updated monthly.

Using the Internet

Internet access shall be used only for the purpose of conducting CDC business.

All files retrieved from the Internet shall be scanned for viruses before they are accessed. Users should note that compressed files should be decompressed before scanning for viruses



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to ensure a reliable scan. Whenever possible, files should be retrieved to diskette. If that is not possible, files should be retrieved to the workstation hard disk. It is also acceptable to retrieve a file to a printer. Unless no other choice is available, files should not be retrieved directly to a LAN server.

Retrieving unauthorized software (not purchased by and licensed to the Department), including Shareware, is prohibited. If an employee wishes to retrieve software that does not require purchase and licensing (free, demonstration, etc.), he or she must obtain written permission from their supervisor designating the specific software for which retrieval is authorized. Distribution of this type of software to other employees is not allowed without written permission from the supervisor(s) of the employee(s) who will receive the software.

Employees will not knowingly or intentionally, access, view, retrieve, or transmit any information, images, or sounds that might be offensive, threatening, or harassing to others.

Employees will not publish, post, or transmit information to the Internet that expresses or implies an official departmental communication without the approval of their supervisor and their Warden, Regional Parole Administrator, Deputy Director, or Assistant Director. When posting information or inquiries in forums or newsgroups, you must include a disclaimer that any opinions expressed are those of the employee and do not necessarily reflect those of the Department unless such information has been officially cleared by the Department for such posting.

Exceptions To This Policy

Exceptions to this policy require written approval by the appropriate Chief Deputy Director. If an approved exception requires the support of the Information Systems Branch (ISB), Evaluation, Compliance and Information Systems Division, a copy of the approval shall be provided to ISB before ISB provides the necessary support.

Noncompliance With This Policy

Any employee knowing of or suspecting Internet access that is not in compliance with this policy shall report it to their supervisor. The violation shall be reported to the employee's Deputy Director, Assistant Director, Warden, or Regional Parole Administrator and the Information Security Officer via the chain-of-command.

Noncompliance with this policy is cause for termination of an employee's Internet access privileges and may result in disciplinary action, and/or criminal or civil penalties.



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The implementation of this policy is effective immediately. Please inform all employees of the contents of this bulletin that shall remain in effect until superseded by long-term policy and procedures.

If you have any questions or concerns regarding the contents of this bulletin, please contact Teresa Rocha, Deputy Director, Evaluation, Compliance and Information Systems Division, at (916) 358-2494 or CALNET 434-2494.

GREGORY W. HARDING
Chief Deputy Director
Support Services

Attachments